



## Applied Research Associates, Inc.

4300 San Mateo Blvd. NE

Suite A-220

Albuquerque, NM 87110

Phone: 505-881-8074 Fax: 505-883-3673

[www.ara.com](http://www.ara.com)

DUNS #: 097967608

Cage Code: 9R446

Type of Contractor: C - LARGE BUSINESS

SCHEDULE NUMBER 874

## **Mission Oriented Business Integrated Services (MOBIS)**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov/>.

### General Services Administration



### Federal Acquisition Service

**CONTRACT # GS-10F-0298K Modification PS-0011**

**SIN 874-1: Integrated Consulting Services**

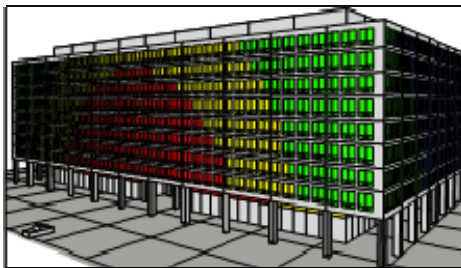
Applied Research Associates, Inc. is registered in Central Contractor Registration (CCR) database and System for Award Management (SAM) database.

**Period Covered by Contract: June 28, 2000 to June 27, 2015**

The GSA Mission Oriented Business Integrated Services (MOBIS) procurement provides a full range of services that will permit agencies to begin or continue management, organizational and business improvement efforts. This description addresses the Special Item Number (SIN) which relate to the capabilities of Applied Research Associates, Inc. (ARA). These are Integrated Consulting Services.

### **SIN 874-1: Integrated Consulting Services**

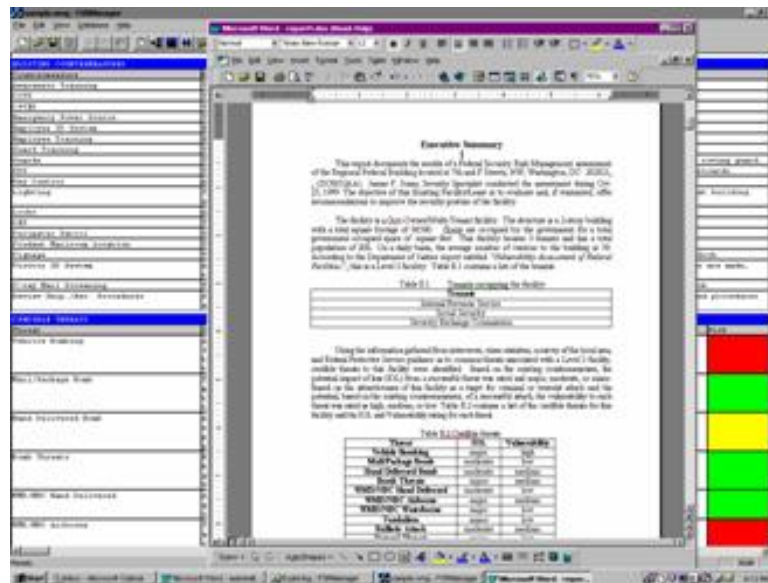
ARA provides a full range of security related consulting services including security risk management (including assessments and client team augmentation), blast consulting and explosive effects (intentional and accidental explosions, blast assessments, blast resistant design, protective structure design, facility systems and infrastructure protection, and explosive testing and product/system evaluation), weapons of mass destruction (chemical, biological, radiological, and nuclear), and custom computer software (using DOS/UNIX, Windows 95/98/2000/NT, and Java/Web based applications). ARA uses the systems approach to security which includes consulting services for security site surveys, risk assessments, definition of operational requirements, definition of technical requirements, design-build-interface-integration services, evaluation of technical product and systems, training, sustainment specifications, and configuration management.



*ARA is working to mitigate the hazards from terrorist bombings. The series of photos shown here depicts two windows subjected to a large explosion. The unprotected window on the left fails catastrophically. The protected window on the right retains glass fragments and poses a significantly lower hazard to occupants.*

*ARA has developed and uses many techniques to assess our client's facilities. This example shows the predicted damage to a complex facility from a car bomb detonated on the street at curb-side. Damage and levels of risk are shown graphically so that decision-makers have the information they need to act.*

ARA works with the client to formulate assessment tools specifically designed to meet the needs of the client. ARA can work with various client groups to identify common needs that foster communication and allow for the development of processes and tools that will meet a wide range of needs.



**Contract Number:** GS-10F-0298K

**Contract Period:**

June 28, 2000 to June 27, 2015

**ARA MOBIS Contact:**

Marissa Otero  
Senior Contracts Administrator  
Applied Research Associates, Inc.  
Corporate Headquarters  
4300 San Mateo Blvd NE, Suite A-220  
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**GSA MOBIS Contact:**

Carol L. McKenzie  
Contracting Officer  
Phone: (253) 931-7887

**MOBIS Website:**

[www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)

**Business Size:** Large

**DUNS Number:** 097967608

**Maximum Order Limitation:** \$1,000,000.00

**Minimum Order:** \$100.00

**Geographic Coverage:** Domestic & Overseas

**Prompt Payment Terms:** Net 30

**Government Credit Card:** Accepted

**Ordering Address:**

Applied Research Associates, Inc.  
Southern Division  
119 Monument Place  
Vicksburg, MS 39180-5156

**Payment Address:**

Applied Research Associates, Inc.  
ATTN: Lisa Jordan  
4300 San Mateo Boulevard, NE  
Suite A220  
Albuquerque, NM 87110

**Service Contract Act:**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

The prices shown below apply to SIN 874-1: Integrated Consulting Services, offered by ARA on MOBIS. Prices are shown by the labor category, hourly rate, and the pertaining contract period.

**Contract Period: June 28, 2000 through June 27, 2020**

<b>Contractor Site Pricing</b>	<b>Year 15 6/28/2014 To 6/27/2015</b>	<b>Year 16 6/28/2015 To 6/27/2016</b>	<b>Year 17 6/28/2016 To 6/27/2017</b>	<b>Year 18 6/28/2017 To 6/27/2018</b>	<b>Year 19 6/28/2018 To 6/27/2019</b>	<b>Year 20 6/28/2019 To 6/27/2020</b>
<b>Labor Category</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>
Junior Consultant	\$ 76.16	\$ 78.45	\$ 80.80	\$ 83.23	\$ 85.72	\$ 88.30
Staff Consultant 1	\$ 95.51	\$ 98.37	\$ 101.32	\$ 104.36	\$ 107.49	\$ 110.72
Staff Consultant 2	\$ 122.06	\$ 125.73	\$ 129.50	\$ 133.38	\$ 137.38	\$ 141.51
Senior Consultant 1	\$ 130.91	\$ 134.84	\$ 138.89	\$ 143.05	\$ 147.35	\$ 151.77
Senior Consultant 2	\$ 165.66	\$ 170.63	\$ 175.75	\$ 181.02	\$ 186.45	\$ 192.04
Principal Consulting Manager 1	\$ 190.08	\$ 195.78	\$ 201.65	\$ 207.70	\$ 213.93	\$ 220.35
Principal Technical Director 2	\$ 212.59	\$ 218.96	\$ 225.53	\$ 232.30	\$ 239.27	\$ 246.44
Staff Engineering Aide 1	\$ 56.00	\$ 57.67	\$ 59.41	\$ 61.19	\$ 63.02	\$ 64.91
Junior Engineer	\$ 76.50	\$ 78.79	\$ 81.15	\$ 83.59	\$ 86.10	\$ 88.68
Junior Scientist	\$ 82.05	\$ 84.51	\$ 87.05	\$ 89.66	\$ 92.35	\$ 95.12
Staff Scientist 1	\$ 98.29	\$ 101.24	\$ 104.27	\$ 107.40	\$ 110.63	\$ 113.94
Staff Scientist 2	\$ 121.72	\$ 125.37	\$ 129.14	\$ 133.01	\$ 137.00	\$ 141.11
Senior Scientist 1	\$ 139.63	\$ 143.81	\$ 148.13	\$ 152.57	\$ 157.15	\$ 161.86
Senior Scientist 2	\$ 189.26	\$ 194.94	\$ 200.79	\$ 206.81	\$ 213.02	\$ 219.41
Principal Scientist 1	\$ 197.98	\$ 203.92	\$ 210.04	\$ 216.34	\$ 222.83	\$ 229.51
Principal Scientist 2	\$ 231.92	\$ 238.88	\$ 246.04	\$ 253.42	\$ 261.03	\$ 268.86
Senior Subject Matter Expert 2	\$ 197.70	\$ 203.63	\$ 209.74	\$ 216.03	\$ 222.51	\$ 229.19
Principal Subject Matter Expert 2	\$ 240.12	\$ 247.32	\$ 254.74	\$ 262.38	\$ 270.25	\$ 278.36
Senior Principal Subject Matter Expert	\$ 280.28	\$ 288.69	\$ 297.35	\$ 306.27	\$ 315.46	\$ 324.92
Administrative Assistant 1	\$ 40.66	\$ 41.87	\$ 43.13	\$ 44.42	\$ 45.76	\$ 47.13
Administrative Assistant 2	\$ 49.60	\$ 51.08	\$ 52.62	\$ 54.20	\$ 55.82	\$ 57.50
Administrative Assistant 3	\$ 57.20	\$ 58.92	\$ 60.69	\$ 62.51	\$ 64.38	\$ 66.31
Junior Technical Writer	\$ 67.09	\$ 69.10	\$ 71.18	\$ 73.31	\$ 75.51	\$ 77.78

Staff Technical Writer	\$ 85.83	\$ 88.41	\$ 91.06	\$ 93.79	\$ 96.61	\$ 99.51
Senior Technical Writer	\$ 102.49	\$ 105.57	\$ 108.74	\$ 112.00	\$ 115.36	\$ 118.82
Junior Designer/Illustrator	\$ 74.70	\$ 76.94	\$ 79.25	\$ 81.63	\$ 84.08	\$ 86.60
Staff Engineer 1	\$ 90.90	\$ 93.62	\$ 96.43	\$ 99.33	\$ 102.31	\$ 105.38
Staff Engineer 2	\$ 115.17	\$ 118.63	\$ 122.19	\$ 125.85	\$ 129.63	\$ 133.52
Senior Engineer 1	\$ 154.60	\$ 159.24	\$ 164.02	\$ 168.94	\$ 174.01	\$ 179.23
Senior Engineer 2	\$ 179.53	\$ 184.91	\$ 190.46	\$ 196.17	\$ 202.06	\$ 208.12
Principal Engineer 1	\$ 200.10	\$ 206.10	\$ 212.28	\$ 218.65	\$ 225.21	\$ 231.97
Principal Engineer 2	\$ 214.64	\$ 221.08	\$ 227.71	\$ 234.54	\$ 241.58	\$ 248.83
*Staff Educator 2	\$ 98.12	\$ 101.06	\$ 104.10	\$ 107.22	\$ 110.44	\$ 113.75
*Senior Educator 1	\$ 128.86	\$ 132.73	\$ 136.71	\$ 140.81	\$ 145.04	\$ 149.39
*Senior Educator 2	\$ 150.31	\$ 154.82	\$ 159.46	\$ 164.25	\$ 169.18	\$ 174.25
*Junior Software Engineer	\$ 73.67	\$ 75.88	\$ 78.15	\$ 80.50	\$ 82.91	\$ 85.40
*Staff Software Engineer 1	\$ 84.39	\$ 86.92	\$ 89.53	\$ 92.21	\$ 94.98	\$ 97.83
*Staff Software Engineer 2	\$ 112.20	\$ 115.57	\$ 119.03	\$ 122.60	\$ 126.28	\$ 130.07
*Senior Software Engineer 1	\$ 136.89	\$ 141.00	\$ 145.23	\$ 149.59	\$ 154.07	\$ 158.69
*Senior Software Engineer 2	\$ 161.74	\$ 166.60	\$ 171.59	\$ 176.74	\$ 182.04	\$ 187.50
*Junior Software Developer	\$ 81.55	\$ 84.00	\$ 86.52	\$ 89.11	\$ 91.78	\$ 94.54
*Staff Software Developer 1	\$ 101.17	\$ 104.21	\$ 107.33	\$ 110.55	\$ 113.87	\$ 117.28
*Staff Software Developer 2	\$ 124.52	\$ 128.26	\$ 132.11	\$ 136.07	\$ 140.15	\$ 144.36
*Senior Software Developer 1	\$ 149.90	\$ 154.39	\$ 159.03	\$ 163.80	\$ 168.71	\$ 173.77
*Senior Software Developer 2	\$ 171.10	\$ 176.23	\$ 181.52	\$ 186.96	\$ 192.57	\$ 198.35
*Senior Program Manager 1	\$ 138.56	\$ 142.72	\$ 147.00	\$ 151.41	\$ 155.95	\$ 160.63
*Senior Program Manager 2	\$ 155.40	\$ 160.06	\$ 164.86	\$ 169.81	\$ 174.90	\$ 180.15
*Principal Program Manager 1	\$ 195.22	\$ 201.08	\$ 207.11	\$ 213.32	\$ 219.72	\$ 226.31
*Senior Project Manager 1	\$ 131.12	\$ 135.06	\$ 139.11	\$ 143.28	\$ 147.58	\$ 152.01
*Senior Project Manager 2	\$ 166.44	\$ 171.43	\$ 176.57	\$ 181.87	\$ 187.33	\$ 192.95
*Principal Project Manager 1	\$ 171.31	\$ 176.45	\$ 181.74	\$ 187.19	\$ 192.81	\$ 198.59
*Graphics Artist 1	\$ 65.99	\$ 67.97	\$ 70.01	\$ 72.11	\$ 74.28	\$ 76.51
*Graphics Artist 2	\$ 74.88	\$ 77.13	\$ 79.44	\$ 81.83	\$ 84.28	\$ 86.81
*Graphics Artist 3	\$ 76.11	\$ 78.39	\$ 80.75	\$ 83.17	\$ 85.66	\$ 88.23
*Staff Graphics Illustrator	\$ 86.81	\$ 89.42	\$ 92.10	\$ 94.86	\$ 97.71	\$ 100.64
*Senior Graphics Illustrator	\$ 100.78	\$ 103.80	\$ 106.92	\$ 110.13	\$ 113.43	\$ 116.83

*Graphic Design Supervisor	\$ 112.85	\$ 116.24	\$ 119.73	\$ 123.32	\$ 127.02	\$ 130.83
*Staff Designer/Illustrator	\$ 80.39	\$ 82.80	\$ 85.28	\$ 87.84	\$ 90.48	\$ 93.19
*Senior Designer/Illustrator	\$ 104.08	\$ 107.20	\$ 110.42	\$ 113.73	\$ 117.14	\$ 120.66
*Principal Designer/Illustrator	\$ 118.56	\$ 122.12	\$ 125.78	\$ 129.55	\$ 133.44	\$ 137.44
*Principal Technical Writer	\$ 123.79	\$ 127.50	\$ 131.32	\$ 135.26	\$ 139.32	\$ 143.50
*Junior Editor	\$ 70.28	\$ 72.39	\$ 74.56	\$ 76.80	\$ 79.10	\$ 81.47
*Staff Editor	\$ 74.05	\$ 76.27	\$ 78.56	\$ 80.92	\$ 83.34	\$ 85.84
*Senior Editor	\$ 104.45	\$ 107.59	\$ 110.82	\$ 114.14	\$ 117.56	\$ 121.09
*Principal Editor	\$ 124.13	\$ 127.85	\$ 131.69	\$ 135.64	\$ 139.71	\$ 143.90
*Junior Emergency Mgt Spec.	\$ 70.00	\$ 72.10	\$ 74.26	\$ 76.49	\$ 78.79	\$ 81.15
*Staff Emergency Mgt Spec.	\$ 74.63	\$ 76.86	\$ 79.17	\$ 81.55	\$ 83.99	\$ 86.51
*Senior Emergency Mgt Spec.	\$ 116.84	\$ 120.34	\$ 123.95	\$ 127.67	\$ 131.50	\$ 135.45
*Prin. Emergency Mgt Spec.	\$ 154.23	\$ 158.85	\$ 163.62	\$ 168.53	\$ 173.58	\$ 178.79

Computer Fees	
Services	Hourly Rate
Application – Base Level Computing	\$5.00
Application – Computational Intense	\$6.25



### **Labor Category Descriptions**

The following labor categories apply to all awarded SINs/PEDs.

**Note:** For all labor categories, a bachelor's degree is equivalent to 4 years of related experience. A master's degree is equivalent to a bachelor's degree plus 2 years of experience. A doctorate degree is equivalent to a bachelor's degree plus 6 years of experience.

### **Professional Labor Categories**

#### **Junior Consultant**

Works as a consulting team member or an individual consultant on implementation, enhancement, integration, or support projects. Duties usually performed at customer's site. Operates under close supervision on clearly defined assignments. Works on small-sized (sites/locations), single effort projects, in a single computer environment where design is non-complex: Assists in analyzing customers' business requirements and application objectives. Conducts periodic status checks with customers and team to assess progress against plan. Performs re-forecasts of project variables as necessary throughout project. Prepares weekly status reports on all project activities. Serves as entry-level support specialist when needed. Acts as a liaison between customers and the company. Good communications, presentation, organizational and planning skills. Good interpersonal skills to work as a team member and as a liaison with customers. Proficient PC skills. Available for extensive travel as required.

#### **Experience:**

0-2 years' of experience in support or consulting.

#### **Minimum Education:**

Bachelor's degree (in Business, Marketing, Sales or Computer Science) or equivalent – Eight (8) years of related experience.

#### **Staff Consultant 1**

Works as a consulting team member or an individual consultant on implementation, enhancement, integration, or support projects. Duties usually performed at customer's site. Operates under moderate supervision on small to mid-size projects involving single products or single platforms. Works on medium-sized (sites/locations), single effort projects, in a single computer environment where design is somewhat complex: Analyzes customers' business requirements and application objectives; develops an application design in products to meet customers' needs. Estimates time frames, quality and quantity of resources required to successfully implement project; develops project plan incorporating all project variables. Sees that appropriate company resources are assigned to complete project tasks according to plan. Establishes criteria concerning deliverability, performance, maintenance, design and costs. Conducts periodic status checks with customers and team to assess progress against plan. Performs re-forecasts of project variables as necessary throughout project. Prepares weekly status reports on all project activities. Serves as intermediate-level support specialist when needed. Acts as a liaison between customers and company. Good communications, presentation, organizational and planning skills. Good interpersonal skills to work as a team member

and as a liaison with customers. Proficient PC skills. Available for extensive travel as required.

**Experience:**

2-4 years' of experience in software development, technical support, or consulting.

**Minimum Education:**

Bachelor's degree (in Business, Marketing, Sales or Computer Science) or equivalent – Eight (8) years of related experience.

## **Staff Consultant 2**

Works as a consulting team member or an individual consultant on implementation, enhancement, integration, or support projects. Duties usually performed at customer's site. Operates under minimal supervision on medium to large size projects involving multiple products and/or platforms. Works on medium to large-sized (sites/locations), single or multi-effort projects, usually with multiple computer environments where design is complex: Analyzes customers' business requirements and application objectives; develops an application design in products to meet customers' needs. Estimates time frames, quality and quantity of resources required to successfully implement project; develops project plan incorporating all project variables. Sees that appropriate company resources are assigned to complete project tasks according to plan. Establishes criteria concerning deliverability, performance, maintenance, design and costs. Conducts periodic status checks with customers and team to assess progress against plan. Performs re-forecasts of project variables as necessary throughout project. Prepares weekly status reports on all project activities. Serves as senior-level pre-sales and post-sales technical support specialist when needed. Acts as a liaison between customers and company. Coordinates project resources according to the plan. Provides guidance to other consultants regarding medium to large-sized implementation and retainer projects. Provides technical guidance to technical support staff. Design complexity may vary from fairly straight forward to moderately complex, with single or multiple products and involve multiple computer environments. Able to serve effectively as liaison between company and customers. Excellent communication, presentation, organizational and planning skills. Excellent interpersonal skills to work as a team member and customer liaison. Proficient PC skills. Available for extensive travel as required.

**Experience:**

5-7 years' of experience in software design, technical product support, or consulting.

**Minimum Education:**

Bachelor's degree (in Business, Marketing, Sales or Computer Science) or equivalent – Eight (8) years of related experience.

## **Senior Consultant 1**

Project leader on medium-sized implementation, integration, enhancement and support projects. Has no supervisory responsibilities such as hiring, firing, performance, or pay reviews. Designs are often complex, involving multiple products and computer environments. Works as a project leader on medium-sized (site/location), single or multi-effort projects, single or multiple computer environment implementation projects. Designs

complex applications and solutions. Utilizes project management skills of communication, presentation, time management, organization and planning to successfully implement company's products. Manages all project resources to perform tasks according to plan; sets expectations concerning deliverability, performance, maintenance, design and costs. Estimates time frames, quality and quantity of resources required to successfully implement project. Develops single or multiple effort project plans incorporating the project variables. Conducts periodic status checks with customers and team to assess progress against the plan. Performs re-forecasts of project variables as necessary throughout project. Serves as senior-level billable consultant and support specialist when needed. Prepares weekly and monthly status reports on all project activities and issues. Acts as the primary liaison between customers and all company's departments. Excellent writing, editing, communications, presentation, human relations and interpersonal skills. Discusses and sells consulting services, discusses project planning and issues with customers. Professional appearance and presentation required. Available for extensive travel as required.

**Experience:**

8-10 years' of experience in software design, technical product support, or consulting.

**Minimum Education:**

Bachelor's degree (in Business, Marketing, Sales or Computer Science) or equivalent – Eight (8) years of related experience.

## Senior Consultant 2

Manages division level consulting programs. Responsible for quantity and quality of work performed. Develops professional services business, providing specialized technical expertise not available in the division. Often involved in recruiting and training consultants. Manages all levels of division consulting projects: Evaluates and assesses new projects based upon size, complexity, percent of participation and time frame. Selects and assigns appropriate project leader and team member(s). Schedules projects and monitors progress. Serves as escalation point for issues beyond project team authority; resolves conflicts involving scheduling, resources, or technical issues. Prepares and submits weekly project status reports; prepares monthly reports outlining team assignments and/or changes, project status changes, retainer contracts taken and bonus awards to be made. Manages personnel activities of staff (i.e., hires, trains, appraises, rewards, motivates, disciplines, recommends termination as necessary, etc.). Interfaces with other consulting and services departments, as well as sales, accounting, personnel and solutions development as necessary. Communicates with customers to assess customer satisfaction level with services and support. Participates in direct customer support as necessary. Excellent writing, editing, communications, presentation, human relations and interpersonal skills. Discusses and sells consulting services, discusses project planning and issues with customers. Professional appearance and presentation required.

**Experience:**

10-12 years' of experience in software design, technical product support, or consulting.

**Minimum Education:**

Bachelor's degree (in Business, Marketing, Sales or Computer Science) or equivalent – Eight (8) years of related experience.

### Principal Consulting Manager 1

Manages and administers large division level team or several smaller teams of consultants. Works with clients to develop business opportunities and additional add-on business. Manages workflow, schedules consultants and tracks costs and P/L. Responsible for managing all proposal and contractual efforts. Responsible for work performed and for client satisfaction. Assists in recruiting and training consultants. Typically reports to the Senior VP.

**Experience:**

12-15 years' of qualified experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Principal Technical Director 2

Manages a directorate within a division. Has supervisory and developmental responsibilities within a functional area. The technical director manages one or more projects or programs, may manage an operating office and supervises professional and technical personnel performing in their customary disciplines. Develops and maintains a sales and marketing plan to achieve previously agreed-upon objectives endorsed by division and group management. Maintains aggressive efforts to achieve objectives. Manages one or more technical programs. Acts as a technical liaison with vendors. Trains and supervises personnel. Assists in proposal process and coordinates with Pricing Department when required. Responsible for all phases of the program budget. Performs analysis for contract reviews with various softwares. Develops marketing plans. Develops Quality Assurance Programs for all products and services. Prepare Staffing Plans, including skill and labor mix, to support contract operations. May be responsible for recruiting, interviewing, and hiring staff Assign Staff and provide technical direction as necessary to complete task. Monitor contract, subcontract, and funding; prepare forecasts of program financial performance. Develop and deliver required contract, departmental, project and/or financial reports. Should have a working knowledge of other disciplines represented in the department. Background must include supervisory/management experience. Interacts readily with the technical staff and vendors both within and outside the company. Experience developing operating budgets and reporting/assessing financial information. Ability to conduct independent research.

**Experience:**

15 years' of related experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Staff Engineering Aide 1

Under general supervision, provides technical support to engineers on a variety of routine, technical tasks. Gathers, maintains, formats, compiles and manipulates technical data, such as laboratory or material test results and engineering design changes. Records data to assist with engineering evaluation or analysis.

**Experience:**

2–3 years' related experience.

**Minimum Education:**

Diploma, GED, or equivalent – Additional 2 years added to the required experience.

### Junior Engineer

Under close supervision, performs relatively routine analysis, design, development, testing, and debugging of computer software and product hardware with the ongoing guidance and direction from more experienced engineers. Translates technical guidance into usable engineering data applicable to the particular assignment. Engineering activities support both domestic and international products/services.

**Experience:**

0–2 years' related experience.

**Minimum Education:**

Bachelor's degree (in Computer Science, Math, Electrical Engineering or Information Technology) or equivalent –Eight (8) years of related experience.

### Junior Scientist

Analyzes problems and applies theoretical techniques to develop solutions. Analyzes and organizes technical data and reports into summaries for management review. Prepares technical reports, manuals and procedures. Defines and describes laboratory tests to be performed. Participates in test programs and prepares reports of test results. Conduct advanced scientific research. Contribute new ideas and experimental approaches to research projects, and support the design and development of processes for new products, product performance evaluation, and troubleshooting and root cause analysis. Analyze data and develop experimental designs. On a limited basis, applies basic principles, theories, and concepts to job assignments. Work closely managed, involves limited problem-solving, following standardized practices and procedures.

**Experience:**

0–2 years' related professional experience.

**Minimum Education:**

Bachelor's degree or equivalent –Eight (8) years of related experience.

### Staff Scientist 1

Analyzes problems and applies theoretical techniques to develop solutions. Analyzes and organizes technical data and reports into summaries for management review.

Prepares technical reports, manuals and procedures. Defines and describes laboratory tests to be performed. Participates in test programs and prepares reports of test results. Conduct advanced scientific research. Contribute new ideas and experimental approaches to research projects, and support the design and development of processes for new products, product performance evaluation, troubleshooting and root cause analysis. Analyze data and develop experimental designs. Fully applies basic principles, theories, and concepts to job assignments. Exhibits technical and operational proficiency solving problems of moderate complexity. Contributes to completion of projects and programs in area of expertise. May interface with internal and/or external customers and provide guidance to non-exempts.

**Experience:**

2–4 years' related professional experience.

**Minimum Education:**

Bachelor's degree or equivalent –Eight (8) years of related experience.

### Staff Scientist 2

Carries out development and testing of programs or systems, components and materials concurrent with design, fabrication or testing to better evaluate and minimize future problems. Develops alternative solutions to existing problems. Performs or delegates all detail work necessary to determine optimum solution/s. Evaluates proposals and makes recommendations based on sound scientific principles and practical considerations. Prepares cost and schedule estimates and technical documents on proposed projects in assigned area. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles. May provide work leadership for lower level employees. Conduct advanced scientific research. Contribute new ideas and experimental approaches to research projects, and support the design and development of processes for new products, product performance evaluation, troubleshooting and root cause analysis. Analyze data and develop experimental designs. Manage scientific projects. Broadly applies basic principles, theories, and concepts to job assignments. Seasoned level of full competence that all professionals are expected to achieve in the area. Solves a diverse range of complex problems, working with limited direction. Frequently interfaces with internal/external customers and makes significant contributions to department goals and planning efforts.

**Experience:**

5–7 years' related professional experience.

**Minimum Education:**

Bachelor's degree or equivalent –Eight (8) years of related experience.

### Senior Scientist 1

Plans and performs scientific duties on new and varied problems where only general objectives are stated. Coordinates broad phases of the project and performs advanced development work to obtain or maintain technical leadership in assigned field. Plans scientific effort in coordination with related activities of other projects, departments, etc. Collaborates with supervisor to determine scheduling, budget, manpower, equipment

and supplies required for assigned project. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles. May provide work leadership for lower level employees. Conduct advanced scientific research. Contribute new ideas and experimental approaches to research projects, and support the design and development of processes for new products, product performance evaluation, troubleshooting and root cause analysis. Analyze data and develop experimental designs. Manage scientific projects. Applies advanced principles, theories, and concepts to job assignments, and contributes to the development of new ideas and principles. Solves uniquely complex problems, working under consultative direction. Often speaks for the organization to internal/external customers and works on long-range programs and objectives. Provides advice to the organization in area of expertise. Plays a role in overall functional strategic planning.

**Experience:**

7–9 years' related professional experience.

**Minimum Education:**

Bachelor's degree or equivalent –Eight (8) years of related experience.

## Senior Scientist 2

Working primarily under consultative direction toward pre-determined long-range goals. Investigates and advises management regarding feasibility of new projects, systems or approaches. Provides economic estimates and the basic research or testing concept for such new projects. Provides technical coordination on assigned programs and may assume the lead role in a project or program. Identifies, defines and recommends solutions to significant technical and economic problems based on general input from management. Through the careful review of reports, patents, literature and other data, maintains an up-to-date comprehensive understanding of the latest developments in the technical field as it pertains to the scope of responsibility. Actively participates in committee work of professional societies working with people outside the company. May write articles for professional societies covering the broad phases of the assignment. Conduct advanced scientific research. Contribute new ideas and experimental approaches to research projects, and support the design and development of processes for new products, product performance evaluation, troubleshooting and root cause analysis. Analyze data and develop experimental designs. Manage scientific projects. Applies leading-edge principles, theories, and concepts to job assignments, and contributes to the advancement of industry knowledge in the area of expertise. Solves the most complex technical problems, of critical importance to the organization's technical direction. Recognized as an expert in the field, leads development and implementation of key technologies for the organization.

**Experience:**

10–12 years' related professional experience.

**Minimum Education:**

Bachelor's degree or equivalent –Eight (8) years of related experience.

## Principal Scientist 1



Investigates and advises management regarding feasibility of new projects, systems or approaches. Provides economic estimates and the basic research or testing concept for such new projects. Provides technical coordination on assigned programs and may assume the lead role in a project or program. Identifies, defines and recommends solutions to significant technical and economic problems based on general input from management. Through the careful review of reports, patents, literature and other data, maintains an up-to-date comprehensive understanding of the latest developments in the technical field as it pertains to the scope of responsibility. Actively participates in committee work of professional societies working with people outside the company. Writes articles and presents papers for professional societies covering the broad phases of the assignment. Incumbents are normally widely recognized for their achievements, technical expertise and meritorious standing within their professional field. Work at this level is normally on the forefront of new technologies. Must be recognized beyond the company as an authority in the field and have a superior record of creative work most often including disclosures and patents.

**Experience:**

15 years related scientific function with progressively complex experience.

**Minimum Education:**

Master's degree (in a Physical Science) or equivalent – twelve (12) years of related experience.

## **Principal Scientist 2**

Incumbents are leading experts in given fields and recognized as such both internally and externally. The incumbent is typically considered comparable to an executive level position. Incumbent investigates and advises management regarding feasibility for the most complex and high revenue projects. Provides economic estimates and the research or testing concept for such new projects. Provides technical coordination and assumes the lead role. Identifies, defines and recommends solutions to the most complex technical and economic problems based on general input from management. Through the careful review of reports, patents, literature and other data, maintains an up-to-date comprehensive understanding of the latest developments in the technical field as it pertains to the scope of responsibility. Actively participates in committee work of professional societies working with people outside the company. Writes articles and presents papers for professional societies covering the broad phases of the assignment. Work at this level is on the forefront of new technologies. Must be recognized beyond the company as an authority in the field and have a superior record of creative work including disclosures and patents.

**Experience:**

18 years related scientific experience.

**Minimum Education:**

Doctorate degree (in Physical Science) or equivalent – Sixteen (16) years of related experience.



## Senior Subject Matter Expert 2

This is a second level position for an experienced consultant who has a basic experience in, but is not limited to, supporting large projects related to the individual subject matter expertise. These senior personnel are beginning experts in either functional domains (e.g., finance, personnel, acquisition, etc.) with a number of years of experience. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. They produce and/or review and/or documentation reflecting knowledge of areas as identified in the statement of work.

**Experience:**

5-7 years' related progressive experience.

**Minimum Education:**

Doctorate degree (in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, or Psychology) or equivalent – Sixteen (16) years of related experience.

## Principal Subject Matter Expert 2

Relevant experience includes, but is not limited to, experience in supporting large projects related to the individuals subject matter expertise. These senior personnel are renowned experts in either functional domains (e.g., training, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.) with many years of experience. They all have extensive experience as technical leaders and senior Project Managers. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested testing and documentation techniques. Subject Matter Experts produce and/or review substantive and/or complex documentation reflecting detailed knowledge of areas as identified in the statement of work.

**Experience:**

10 years related progressive experience.

**Minimum Education:**

Doctorate degree (in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, or Psychology) or equivalent – Sixteen (16) years of related experience.

### Senior Principal Subject Matter Expert

Serves as company and industry expert. Relevant experience includes, but is not limited to, experience in supporting large projects related to the individuals subject matter expertise. These senior personnel are renowned experts in either functional domains (e.g., training, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.) with many years of experience. They all have extensive experience as technical leaders and senior Project Managers. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested testing and documentation techniques. Subject Matter Experts produce and/or review substantive and/or complex documentation reflecting detailed knowledge of areas as identified in the statement of work.

**Experience:**

12 years related progressive experience.

**Minimum Education:**

Doctorate degree (in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, or Psychology) or equivalent – Sixteen (16) years of related experience.

### Administrative Assistant 1

Performs diversified clerical duties, which may include filing, proofreading, checking computations, light typing, and operating office machines, such as adding and copying machines. Work is normally limited to standardized duties constituting a small part of a complete operating procedure and is generally performed under supervisory review.

**Experience:**

0-6 months related experience.

**Minimum Education:**

Diploma, GED, or equivalent – Additional 2 years added to the required experience.

### Administrative Assistant 2

Performs basic level clerical and/or secretarial duties in support of a department, project or contract. May perform assignments including; filing, proofreading, compiling records, photocopying, distributing mail, taking messages, typing, entering data and operating office machines.

**Experience:**

1-2 years' related experience.

**Minimum Education:**

Diploma, GED, or equivalent – Additional 2 years added to the required experience.

### **Administrative Assistant 3**

Under direct supervision, performs standard secretarial and minor administrative duties. Type's letters, memorandums, and reports, files, answers phone and handle mail. May take and transcribe dictation. May work for one or more individuals in support of a department, project or contract. May use word processing equipment or PC in performing assigned tasks.

**Experience:**

2-3 years' related experience.

**Minimum Education:**

Diploma, GED, or equivalent – Additional 2 years added to the required experience.

### **Junior Technical Writer**

Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations. Excellent written communication skills.

**Experience:**

0-2 years' related (technical writing or copyediting) experience.

**Minimum Education:**

Bachelor's degree (in related technical field) or equivalent – Eight (8) years of related experience.

### **Staff Technical Writer**

Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations or equivalent.

**Experience:**

2-4 years' related (technical writing or copyediting) experience.

**Minimum Education:**

Bachelor's degree (in related technical field) or equivalent – Eight (8) years of related experience.

### Senior Technical Writer

Researches, organizes, writes, edits, and produces technical data for major publication projects. Organizes material and writes descriptive copy according to standards regarding order, clarity, conciseness, style, and terminology. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. May participate in the establishment of style guidelines and standards for texts and illustrations. May provide work Leadership for lower level employees. Excellent written communication skills.

**Experience:**

5-7 years' related (technical writing or copyediting) experience.

**Minimum Education:**

Bachelor's degree (in related technical field) or equivalent – Eight (8) years of related experience.

### Junior Designer/Illustrator

Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Macintosh. Produces a variety of artwork, including technical and commercial documentation support assignments, view graph and, Senior3mm slide presentations, pamphlets, brochures, and other forms of artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up.

**Experience:**

0-2 years' related experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Staff Engineer 1

Performs a variety of specific professional non-complex engineering tasks of an analysis, design, or test nature. Participates on project teams as required and receives close guidance and instruction from more experienced engineers and/or supervisor when working in more complex areas. Engineering activities support both domestic and international products/services.

**Experience:**

2-4 years' experience.

**Minimum Education:**

Bachelor's degree (in Computer Science, Math, Electrical Engineering or Information Technology) or equivalent – Eight (8) years of related experience.

### Staff Engineer 2

Performs a variety of moderately complex software and/or hardware engineering activities of an analysis, design, or test nature. Participates on project teams and provides guidance to less experienced engineers and technical staff. Plans, conducts, and may supervise research, development, or installation of products and systems in conformance with engineering design and customer specification. Engineering activities support both domestic and international products/services.

**Experience:**

5-7 years' experience.

**Minimum Education:**

Bachelor's degree (in Computer Science, Math, Electrical Engineering or Information Technology) or equivalent – Eight (8) years of related experience.

### Senior Engineer 1

Performs a variety of complex engineering tasks of an analysis, design, or test nature in one or more of the company's product/service areas requiring strong technical skills in one or more software and/or hardware engineering disciplines. Participates on project teams and provides guidance to less advanced engineers. Engineering activities support both domestic and international products/services.

**Experience:**

7-9 years' experience.

**Minimum Education:**

Bachelor's degree (in Computer Science, Math, Electrical Engineering, Information Technology or related field) or equivalent – Eight (8) years of related experience.

### Senior Engineer 2

Serves as a professional authority, and/or project team leader with expert level knowledge in at least one engineering discipline in one or more of the company's product/service areas. Engineering activities support both domestic and international products/services.

**Experience:**

10-12 years' experience.

**Minimum Education:**

Master's degree (in an engineering discipline) – Twelve (12) years of related experience.

## Principal Engineer 1

Serves as a professional authority in one engineering discipline or specialty area. Conducts preliminary and advanced design studies and prepares and presents major portions of engineering proposals. Conceives and develops solutions to complex analytical, design, and test problems that program(s) experience. Contributes to systems philosophy and design objectives. Analyzes and resolves important failures in test and service, often without recourse to intense theoretical studies and test programs. Assures continuity of design features from advanced design through contract status. Writes complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities. Develops aspects of new theory and design criteria for general application.

**Experience:**

12-15 years' experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

## Principal Engineer 2

Serves as a recognized professional authority in one engineering discipline or specialty area. Conducts preliminary and design studies and prepares and presents major portions of engineering proposals. Conceives and develops solutions to complex analytical, design, and test problems that program(s) experience. Contributes to systems philosophy and design objectives. Analyzes and resolves critical failures in test and service without the benefit theoretical studies. Assures continuity of design features from advanced design through contract status. Writes very complex specifications and engineering reports as a result of advance studies, special engineering investigations, and similar activities. Develops aspects of new theory and design criteria for general application.

**Experience:**

16 years of experience.

**Minimum Education:**

Bachelor's degree or equivalent (Master's degree preferred) – Eight (8) years of related experience.

## Staff Educator 2

Provide comprehensive Training Assessment, Design, Development, Delivery and Support services that serve to produce individuals with the requisite Skills, Knowledge and Attitudes (SKA) to effectively perform critical tasks to the desired standards; Performs analyses and defines requirements relating to all aspects of the Training Assessment, Design, Development, Delivery and Support) in accordance with the Systems Approach to Training . Tasks include but are not limited to the following activities: perform functional and positional analyses; prepare inventory of relevant tasks relating to specific functions or positions; organize and facilitate conduct of task selection boards to

validate and prioritize tasks; design life cycle training curricula; match tasks to performance conditions and standards; conduct skill perishability analyses; identify Terminal Learning Objectives and outcome measurements, to include development of test materials and hands-on evaluations; design overarching training curricula and develop specific Programs of Instruction (POI) within the context of a life cycle training management approach; identify, evaluate and select training delivery modalities; identify and define requirements for systems embedded training; determine Training Aids, Devices, Simulations and Simulators (TADSS) requirements and coordinate development of TADSS materials; develop associated POI materials (lesson plans, student handouts, instructor manuals, etc.); prepare specialized Training Support Packages (continuing education, remedial training, rapid-train-up, sustainment training, etc.); conduct training evaluation and outcome assessments; integrate training development function activities with the other domains of the Force Integration Process and the Enhanced Concept Based Requirements System; Present or otherwise orchestrate the actual delivery of training via multiple modalities (didactic, workshops, correspondence, distant learning, etc.) Specify the requirements for multi-media and distance learning.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree in Education or equivalent – Eight (8) years of related experience.

### Senior Educator 1

Provide comprehensive Training Assessment, Design, Development, Delivery and Support services that serve to produce individuals with the requisite Skills, Knowledge and Attitudes (SKA) to effectively perform critical tasks to the desired standards; Performs analyses and defines requirements relating to all aspects of the Training Assessment, Design, Development, Delivery and Support) in accordance with the Systems Approach to Training . Tasks include but are not limited to the following activities: perform functional and positional analyses; prepare inventory of relevant tasks relating to specific functions or positions; organize and facilitate conduct of task selection boards to validate and prioritize tasks; design life cycle training curricula; match tasks to performance conditions and standards; conduct skill perishability analyses; identify Terminal Learning Objectives and outcome measurements, to include development of test materials and hands-on evaluations; design overarching training curricula and develop specific Programs of Instruction (POI) within the context of a life cycle training management approach; identify, evaluate and select training delivery modalities; identify and define requirements for systems embedded training; determine Training Aids, Devices, Simulations and Simulators (TADSS) requirements and coordinate development of TADSS materials; develop associated POI materials (lesson plans, student handouts, instructor manuals, etc.); prepare specialized Training Support Packages (continuing education, remedial training, rapid-train-up, sustainment training, etc.); conduct training evaluation and outcome assessments; integrate training development function activities with the other domains of the Force Integration Process and the Enhanced Concept Based Requirements System; Present or otherwise orchestrate the actual delivery of training via multiple modalities (didactic, workshops, correspondence, distant learning, etc.) Specify the requirements for multi-media and distance learning.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Master's degree in Education or equivalent – Twelve (12) years of related experience.

### Senior Educator 2

Provide comprehensive Training Assessment, Design, Development, Delivery and Support services that serve to produce individuals with the requisite Skills, Knowledge and Attitudes (SKA) to effectively perform critical tasks to the desired standards; Performs analyses and defines requirements relating to all aspects of the Training Assessment, Design, Development, Delivery and Support) in accordance with the Systems Approach to Training . Tasks include but are not limited to the following activities: perform functional and positional analyses; prepare inventory of relevant tasks relating to specific functions or positions; organize and facilitate conduct of task selection boards to validate and prioritize tasks; design life cycle training curricula; match tasks to performance conditions and standards; conduct skill perishability analyses; identify Terminal Learning Objectives and outcome measurements, to include development of test materials and hands-on evaluations; design overarching training curricula and develop specific Programs of Instruction (POI) within the context of a life cycle training management approach; identify, evaluate and select training delivery modalities; identify and define requirements for systems embedded training; determine Training Aids, Devices, Simulations and Simulators (TADSS) requirements and coordinate development of TADSS materials; develop associated POI materials (lesson plans, student handouts, instructor manuals, etc.); prepare specialized Training Support Packages (continuing education, remedial training, rapid-train-up, sustainment training, etc.); conduct training evaluation and outcome assessments; integrate training development function activities with the other domains of the Force Integration Process and the Enhanced Concept Based Requirements System; Present or otherwise orchestrate the actual delivery of training via multiple modalities (didactic, workshops, correspondence, distant learning, etc.) Specify the requirements for multi-media and distance learning.

**Experience:**

10 years of experience.

**Minimum Education:**

Master's degree in Education or equivalent – Twelve (12) years of related experience.

### Junior Software Engineer

Under direct supervision, helps design, develop, troubleshoot, and analyze software programs for computer-based systems. Assists in evaluating/determining user needs with the maintenance of single-product models and subsystems. Performs routine systems modeling, simulation, and analysis. Designs and develops compilers, assemblers, utility programs, and operating systems. As required, provides inputs for documentation of new or existing programs. Primarily interfaces with intra-organizational staff with



infrequent contact with inter-organizational staff and outside customers and vendors on routine matters.

**Experience:**

0-2 years of experience.

**Minimum Education:**

Bachelor's degree (in Engineering, Computer Science or related field) – Eight (8) years of related experience.

### Staff Software Engineer 1

Under general supervision, designs, develops, troubleshoots, and analyzes software programs for computer based systems. Performs systems modeling, simulation, and analysis. Designs and develops compilers, assemblers, utility programs, and operating systems. As required, provides inputs for documentation of new or existing programs. Primarily interfaces with intra-organizational staff with infrequent contact with inter-organizational staff and outside customers and vendors on routine matters.

**Experience:**

2-4 years' of experience.

**Minimum Education:**

Bachelor's degree (in Engineering, Computer Science or related field) – Eight (8) years of related experience.

### Staff Software Engineer 2

Performs subsystem definition, preliminary and detailed design, design implementation, subsystem and system integration, and tests for a subsystem. Participates in software requirements review, preliminary and critical design reviews, integration readiness review, and software acceptance reviews. Researches problems discovered by quality assurance or product support and develops solutions to the problems. Supports proposal efforts. Frequent inter-organizational and outside customer contacts. Represents the organization in providing solutions to difficult technical problems associated with specific projects.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree (in Engineering, Computer Science or related field) – Eight (8) years of related experience.

### Senior Software Engineer 1

Performs system and subsystem definition, preliminary and detailed design, design implementation, and subsystem and system integration and tests for a system. Participates in software requirement review, preliminary and critical design, integration

readiness review, and software acceptance review. Acts as technical lead for pre-proposal, proposal, and existing program efforts. Involvement in business development includes briefing customers on company capabilities. Supports program management office in technical role. Represents the organization as the prime customer contact on contracts or projects. May research the marketing requirements for a product, including target environment, performance criteria, and competitive issues. Interacts with senior customer personnel on significant technical matters, often requiring coordinated activity across organizational lines. May provide technical guidance to lower level software engineers.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Bachelor's degree (in Engineering, Computer Science or related field) – Eight (8) years of related experience.

## Senior Software Engineer 2

Serves as a company expert in performing system and subsystem definition, preliminary and detailed design, design implementation, and subsystem and system integration and tests for a system. Participates in software requirement review, preliminary and critical design, integration readiness review, and software acceptance review. Acts as technical lead for pre-proposal, proposal, and existing program efforts. Involvement in business development includes briefing customers on company capabilities. Supports program management office in technical role. Represents the organization as the prime customer contact on contracts or projects. Interacts with senior customer personnel on significant technical matters, often requiring coordinated activity across organizational lines.

**Experience:**

10-12 years' of experience.

**Minimum Education:**

Bachelor's degree (in Engineering, Computer Science or related field) – Eight (8) years of related experience.

## Junior Software Developer

Under close direction, perform maintenance on existing software products. Assist in coding, testing, and debugging new software or making enhancements to existing software. Write programs according to specifications from higher-level personnel. Suggest solutions for problems or software enhancements. May assist in the development of user manuals and work with technical staff to learn and understand problems with software. Attend on-going training sessions to achieve a higher level of technical skill.

**Experience:**

0-2 years of experience.

**Minimum Education:**

Bachelor's degree (in Computer Science or related field) – Eight (8) years of related experience.

#### **Staff Software Developer 1**

Under direction, develop, code, test, and debug new software or enhancements to existing software. Possess a good understanding of business applications. Work with technical staff to understand and resolve software problems, resolve customer complaints with software and respond to suggestions for software modifications or enhancements. May be involved in the development of software user manuals and demonstrate software.

**Experience:**

2-4 years' of experience.

**Minimum Education:**

Bachelor's degree (in Computer Science or related field) – Eight (8) years of related experience.

#### **Staff Software Developer 2**

Under minimal direction, perform as a technical expert in the design development, coding, testing, and debugging new software or complex enhancements to existing software. Work with technical staff to understand and to develop resolution of software problems. Resolve customer complaints with software and respond to suggestions for software modifications or enhancements. Participate in the development of software user manuals. Assist in the training of less experienced software development staff and may act as a team leader on less complex projects.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree (in Computer Science or related field) – Eight (8) years of related experience.

#### **Senior Software Developer 1**

Under minimal direction, performs as the technical expert with thorough understanding of the business application of an assigned project. Performs as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned software developers working on a specific project. Assists in the scheduling and coordinating of projects and may be involved in the design phase of a project. Works with customers and technical staff in the resolution of software problems and respond to suggestions for software modifications or enhancements. Participates in the development of software user manuals.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Bachelor's degree (in Computer Science or related field) – Eight (8) years of related experience.

**Senior Software Developer 2**

As a senior staff member, performs as the technical expert with thorough understanding of the business application of an assigned project. Perform as a project lead with the responsibility for the instruction, assigning, direction, and monitoring of the performance of assigned software developers working on a specific project. Assist in the scheduling and coordinating of projects and may be involved in the design phase of a project. Work with customers and technical staff in the resolution of software problems and respond to suggestions for software modifications or enhancements. Participate in the development of software user manuals.

**Experience:**

10-12 years' of experience.

**Minimum Education:**

Bachelor's degree (in Computer Science or related field) – Eight (8) years of related experience.

**Senior Program Manager 1**

Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program area may represent multiple functional areas such as engineering, systems analysis, quality control and administration. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Bachelor's degree (in Computer Science or related field) – Eight (8) years of related experience.

**Senior Program Manager 2**

Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program area may represent multiple functional areas such as engineering, systems analysis, quality control and administration. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.

**Experience:**

10-12 years' of experience.

**Minimum Education:**

Bachelor's degree (in Computer Science or related field) – Eight (8) years of related experience.

### Principal Program Manager 1

Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program area typically represents more than three functional areas such as engineering, systems analysis, quality control and administration. Also responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals.

**Experience:**

12-15 years' of experience.

**Minimum Education:**

Bachelor's degree (in technical related field) – Eight (8) years of related experience.

### Senior Project Manager 1

Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Directs a project team usually within a matrix organization, monitoring and encouraging functional organizations to complete milestones within specific budgets and schedules. May on occasion interface with external customers as well as top management for the purpose of communicating status of project throughout life cycle.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Senior Project Manager 2

Responsible for the performance of relatively small technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business

associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals.

**Experience:**

10-12 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Principal Project Manager 1

Responsible for planning, organizing and managing a project, or series of smaller projects or a definable piece of a larger program for successful completion and performance consistent with contractual agreements. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Also responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by leading or assisting with proposals. Projects managed are typically of moderate technical complexity.

**Experience:**

12-15 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Graphics Artist 1

Under immediate supervision, provides computer-generated materials for publications, presentations and proposals company-wide. Using a personal computer and publishing software, produces high quality documents, which simulate typeset quality. Imports from word processing software and reformats to enhance design characteristics. Imports graphic images and integrates with text. May operate a digital scanner and edit graphic images. Capable of manipulating text and graphics to accommodate a wide range of design specifications. Duties require significant knowledge of various types of equipment and software and the ability to conceptualize the desired results. Specialized training in desktop publishing software and layout skills.

**Experience:**

3-4 years' of experience.

**Minimum Education:**

Diploma, GED, or equivalent – Additional 2 years added to the required experience.

### Graphics Artist 2

Under supervision, provides computer-generated materials for publications, presentations and proposals company-wide. Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Macintosh.

Produces a variety of artwork, including technical and commercial documentation support assignments, view graph and, Senior3mm slide presentations, pamphlets, brochures, and other forms of artwork. May use perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings. Produces finished artwork from information furnished in oral form, rough sketches, or written data. May perform inking and paste-up.

**Experience:**

4-5 years' of experience.

**Minimum Education:**

Diploma, GED, or equivalent – Additional 2 years added to the required experience.

### Graphics Artist 3

Under minimum supervision, provides computer-generated materials for publications, presentations and proposals company-wide. Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Macintosh. Produces a variety of artwork, including technical and commercial documentation support assignments, view graph and, Senior3mm slide presentations, pamphlets, brochures, and other forms of artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up.

**Experience:**

5-6 years' of experience.

**Minimum Education:**

Diploma, GED, or equivalent – Additional 2 years added to the required experience.

### Staff Graphics Illustrator

Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Macintosh. Produces a variety of art work, including technical and commercial documentation support assignments, view graph and 33mm slide presentations, pamphlets, brochures, and other forms of artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up.

**Experience:**

6-9 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Senior Graphics Illustrator

Working independently develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Macintosh. Produces a variety of art work, including technical and commercial documentation support assignments, view graph and 35mm slide presentations, pamphlets, brochures, and other forms of artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Graphic Design Supervisor

Directs and coordinates the work activities of illustrators and other assigned staff. Typically applies expert knowledge of computerized equipment to support work activities. Schedules work, reviews completed work for formatting, accuracy and general appearance. May work on more complex assignments. Defines work requirements with clients. Selects and manages vendor support. Proficient with a wide range of media. Selects, trains, and evaluates work of assigned staff.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Staff Designer/Illustrator

Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Macintosh. Produces a variety of artwork, including technical and commercial documentation support assignments, view graph and, slide presentations, pamphlets, brochures, and other forms of artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up.

**Experience:**

2-4 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.



### Senior Designer/Illustrator

Develops graphic artwork in a variety of media to support publication requirements. Typically uses computerized equipment such as Macintosh. Produces a variety of artwork, including technical and commercial documentation support assignments, view graph and, Senior3mm slide presentations, pamphlets, brochures, and other forms of artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Interfaces with managers on direction needed for project development. Performs conceptual and visualization work. May perform inking and paste-up.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Principal Designer/Illustrator

As the senior most designer, develops graphic artwork in a variety of media to support publication requirements. Will manage and lead more junior staff. Typically uses computerized equipment such as Macintosh. Produces a variety of artwork, including technical and commercial documentation support assignments, view graph and, Senior3mm slide presentations, pamphlets, brochures, and other forms of artwork. Uses perspective, isometric, orthographic, and schematic techniques to prepare technical and non-technical illustrations and line drawings for slide presentations, view graphics, reports, brochures, etc. Interfaces with managers on direction needed for project development. Performs conceptual and visualization work. May perform inking and paste-up.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Principal Technical Writer

Oversees the writing of technical reports, brochures, and manuals for internal documentation, client reference, or publications. Researches, organizes, writes, edits, and produces data for use in a wide variety of complex technical publications requiring in-depth knowledge and understanding of the subject matter. Recommends overall organization and layout, editorial standards and publication methods. Coordinates publication with outside sources and vendors as needed. Develops department editing standards and styles. May provide work Leadership for lower level employees.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Bachelor's degree (in related technical field) – Eight (8) years of related experience.

**Junior Editor**

Edits manuscripts by reviewing content for completeness, accuracy and correctness of language use and revises manuscripts to meet predetermined standards of style and accuracy. Looks for inconsistencies of thought, development or organization. Confers with authors to recommend treatment of material. Reorganizes cuts or rewrites as necessary. May edit copy as well. Requires formal training in a particular discipline, excellent communications skills and extensive editing experience.

**Experience:**

0-2 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

**Staff Editor**

Edits manuscripts by reviewing content for completeness, accuracy and correctness of language use and revises manuscripts to meet predetermined standards of style and accuracy. Looks for inconsistencies of thought, development or organization. Confers with authors to recommend treatment of material. Reorganizes cuts or rewrites as necessary. May edit copy as well. Requires formal training in a particular discipline, excellent communications skills and extensive editing experience.

**Experience:**

2-4 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

**Senior Editor**

Edits simple to complex manuscripts by reviewing content for completeness, accuracy and correctness of language use and revises manuscripts to meet predetermined standards of style and accuracy. Edits material for large and complex reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications. Looks for inconsistencies of thought, development or organization. Confers with authors to recommend treatment of material. Reorganizes cuts or rewrites as necessary. May edit copy as well. Requires formal training in a particular discipline, excellent communications skills and extensive editing experience.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

**Principal Editor**

Oversees the editing of material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications. Edits the most complex manuscripts by reviewing content for completeness, accuracy and correctness of language use and revises manuscripts to meet predetermined standards of style and accuracy. Looks for inconsistencies of thought, development or organization. Confers with authors to recommend treatment of material. Reorganizes cuts or rewrites as necessary. May edit copy as well. May supervise junior staff. Requires formal training in a particular discipline, excellent communications skills and extensive editing experience.

**Experience:**

7-9 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

**Junior Emergency Management Specialist**

Assists in the development, implementation, coordination, and maintenance of emergency preparedness, response, recovery, and mitigation plans, exercises, procedures and programs. Will develop basic plans for emergency operations and response, hazard mitigation, and debris management. Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Protect customer personnel and resources by minimizing the loss of operational capability caused by major accidents, technological disasters, and civil unrest and ensure compliance with government standards for emergency management. Assist in planning, coordination, exercises, and training related to emergency management and contingency planning. Identify critical functions and resources, determine vulnerabilities, and formulate strategies to enhance protection and improve mitigation and recovery, and conduct holistic and comprehensive program reviews and assessments of emergency management practices. Assists in training programs for emergency response (such as evacuation and line safety drills) and business recovery (such as tabletop exercises with key executives and departments), determining alternate operating facility requirements, and developing and reviewing interoperable communications systems. Requires an entry-level background in personnel security, operations security, protection of Sensitive Compartmented Information (SCI), and physical security. Completion of a military or civilian equivalent Basic Emergency Management Course is preferred.

**Experience:**

2-4 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Staff Emergency Management Specialist

Responsible for the basic elements of the development, implementation, coordination, and maintenance of emergency preparedness, response, recovery, and mitigation plans, exercises, procedures and programs. Experience developing plans for emergency operations and response, hazard mitigation, and debris management. Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Protect customer personnel and resources by minimizing the loss of operational capability caused by major accidents, technological disasters, and civil unrest and ensure compliance with government standards for emergency management. Assist in planning, coordination, exercises, and training related to emergency management and contingency planning. Be able to recognize the full spectrum of potential emergency response scenarios, identify critical functions and resources, determine vulnerabilities, and formulate strategies to enhance protection and improve mitigation and recovery, and conduct holistic and comprehensive program reviews and assessments of emergency management practices. Develop and lead training programs for emergency response (such as evacuation and line safety drills) and business recovery (such as tabletop exercises with key executives and departments), determining alternate operating facility requirements, and developing and reviewing interoperable communications systems. Requires a background in personnel security, operations security, protection of Sensitive Compartmented Information (SCI), and physical security.

**Experience:**

2-4 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### Senior Emergency Management Specialist

Responsible for the development, implementation, coordination, and maintenance of emergency preparedness, response, recovery, and mitigation plans, exercises, procedures and programs. Experience developing plans for emergency operations and response, hazard mitigation, and debris management. Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Protect customer personnel and resources by minimizing the loss of operational capability caused by major accidents, technological disasters, and civil unrest and ensure compliance with government standards for emergency management. Assist in planning, coordination, exercises, and training related to emergency management and contingency planning. Be able to recognize the full spectrum of potential emergency response scenarios, identify critical functions and resources, determine vulnerabilities, and formulate strategies to enhance protection and improve mitigation and recovery, and conduct holistic and comprehensive program reviews and assessments of emergency management practices. Develop and

lead training programs for emergency response (such as evacuation and line safety drills) and business recovery (such as tabletop exercises with key executives and departments), determining alternate operating facility requirements, and developing and reviewing interoperable communications systems.

**Experience:**

5-7 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.

### **Principal Emergency Management Specialist**

Oversees the development, implementation, coordination, and maintenance of emergency preparedness, response, recovery, and mitigation plans, exercises, procedures and programs. Experience developing plans for emergency operations and response, hazard mitigation, and debris management. Oversees disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Protect customer personnel and resources by minimizing the loss of operational capability caused by major accidents, technological disasters, and civil unrest and ensure compliance with government standards for emergency management. Assist in planning, coordination, exercises, and training related to emergency management and contingency planning. Be able to recognize the full spectrum of potential emergency response scenarios, identify critical functions and resources, determine vulnerabilities, and formulate strategies to enhance protection and improve mitigation and recovery, and conduct holistic and comprehensive program reviews and assessments of emergency management practices. Develop and lead training programs for emergency response (such as evacuation and line safety drills) and business recovery (such as tabletop exercises with key executives and departments), determining alternate operating facility requirements, and developing and reviewing interoperable communications systems. Requires a comprehensive background in personnel security, operations security, protection of Sensitive Compartmented Information (SCI), and physical security. Completion of a military or civilian equivalent Basic Emergency Management Course preferred.

**Experience:**

8-10 years' of experience.

**Minimum Education:**

Bachelor's degree or equivalent – Eight (8) years of related experience.